

CITY OF MILWAUKIE

CLASSIFICATION: CIVIL ENGINEER

Department: Community Development/Engineering Grade Number: 17(67) FLSA: Non - exempt
Location: Johnson Creek Boulevard Union: AFSCME EEO Category: 2 - Professional

DESCRIPTION:

This is a professional engineering position that serves as a project manager and provides technical assistance to the Engineering Director. Works with a wide variety of functions in the Engineering department. Plans and manages engineering design and construction of public infrastructure (water, streets, sewer, and storm). Manages and administers personal services and construction contracts. Reviews private sector development proposals, applies relevant city code requirements for improvements in the public right of ways, conducts field inspections, works with the public to ensure standards are met. Represents the City in dealing with citizen questions and complaints, provides recommendations to the Engineering Director to solve problems. This position is distinct from the lower level Associate Engineer position due to the complexity of projects and the requirement of a Professional Engineers License.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares designs and specifications; acts as project manager on assigned public works projects; and ensures budget compliance, administrative procedure compliance, and timely completion.
2. Coordinates design and construction of public and private projects with Operations Supervisors in the Street, Storm, Sewer, and Water Divisions of Public Works.
3. Assists in the review of building permit applications and reviews assigned street and utility construction plans for compliance.
4. Provides information to contractors, engineers, developers and general public regarding public works facilities, services and projects.
5. Assists the Engineering Director as part of the technical engineering staff by providing office and field engineering services to other City departments.
6. Calculates system development charges, drafts developer agreements, issues public works permits, establishes escrow accounts and other duties related to development within the City.
7. Performs surveys, drafts and performs field engineering on projects.
8. Assists the Engineering Director in ensuring compliance with Federal and State regulations.
9. Represents department at pre-application and preconstruction conferences as directed.
10. Designs and prepares plans, cost estimates and specifications for street, traffic, storm, water and sanitary sewer projects; coordinates with and presents the project details to public and private agencies and citizens groups; and maintains notes and details for as-built construction drawings.
11. Manages specialized programs such as the City's Neighborhood Traffic Management Program. Involves project investigation and prioritization; project recommendation and design in accordance

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with applicable regulations and standards; and coordination with City departments and citizens groups.

12. Researches and prepares legal descriptions for utility and construction easements for Public Works projects.
13. Reviews and processes private development proposals and plans for compliance with City codes and standards and provides written reports and recommendations as required.
14. Inspects public improvement projects to ensure compliance with plans and specifications; works with contractors as a project partner to resolve problems, and maintains inspection and pay notes as required.
15. Answers public inquiries on existing and proposed public facilities, tax lot numbers, and construction restrictions and requirements. Answers public complaints on construction related requirements.
16. Performs calculations and operates a variety of computerized equipment in order to prepare and plot project designs.
17. Assists in performing topographical surveys and construction staking.
18. Maintains positive public relations with customers and is responsive to customer needs.
19. Develops safe work habits and contributes to the safety of self, co-worker and the general public.
20. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) Requires a Bachelor's degree in Civil Engineering from an accredited college or closely related field; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Requires a minimum of 5 years experience utilizing technical skills in the Engineering Field. Work experience must include municipal engineering including survey, design and project management of sewer, water and/or street projects. Municipal engineering experience may be as a municipal employee or consultant; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- ii) Working knowledge of applicable City policies, laws, and regulations affecting Division activities.
- iii) Knowledge of project management principles and techniques.
- iv) Skill in arriving at cost estimates on complex projects.
- v) Ability to learn and apply local land use planning ordinances and state statutes governing the planning, public hearing and environmental decision making processes.
- vi) Ability to analyze, and interpret complex data and understand and synthesize

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- legal and technical language to develop logical recommendations.
- vii) Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- viii) Ability to effectively provide liaison and coordination between the City and other agencies.
- ix) Ability to manage projects and prioritize multiple assignments under tight timeframes.
- x) Ability to write comprehensive reports within prescribed timeframes.
- xi) Skill in design and management of projects related to traffic, street and storm.
- xii) Skill in project inspection, topographic surveying and use of advanced engineering software.
- xiii) Ability to conduct necessary engineering research and compile comprehensive reports.
- xiv) Ability to perform field inspections.
- xv) Ability to establish and maintain effective working relationships.
- xvi) Ability to work as a team member.
- xvii) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must have an Oregon Professional Engineering license (or Professional Engineer license from another state, and be able to obtain Oregon license within 6 months from date of hire).
- b) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.

4. Tools and Equipment Used:

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet and data base and computer aided design software standard drafting tools, surveying instruments, and mobile ratio.

5. Supervision:

- a) This is not a supervisory classification. May provide technical assistance, project management, work direction and training for lower classified technical positions.
- b) Works under the general direction of the Engineering Director.

6. Communications:

- a) Has frequent communications with other departments, vendors, other government entities, professional service firms, the general public, and other employees.
- b) Communication is frequently complex and occasionally involves confidential or sensitive information.

7. Cognitive Functions:

- a) Work is performed with a moderate level of independence, with some guidance from existing policies and procedures.
- b) Creativity and innovation are sometimes required to solve problems of moderate difficulty with precedent often available.
- c) Action could result in liability to the city.

8. Work Environment:

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Most of work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- c) Some evening meetings required.

9. **Resource Accountability:**

- a) Considerable influence over project work, facilities, and equipment.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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